

# MINUTES

## SAN BRUNO COMMUNITY FOUNDATION

### Regular Meeting of the Board of Directors

June 19, 2014  
6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 115,  
567 El Camino Real, San Bruno**

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

**1. Call to Order/Welcome**

**2. Roll Call:** Boardmembers Kraus, McGlothlin, Roberts, Cohn, Bohm, Hedley, and Stanback Stroud present.

**3. Approval of Minutes: May 15, 2014, Regular Board Meeting:** Boardmember Hedley motioned to approve the May 15, 2014 Regular Board Meeting minutes as presented, seconded by Boardmember Bohm and approved unanimously.

**4. Announcements:** None.

**5. Boardmember Comments:**

- a. President: President Kraus thanked the ad hoc committee for their work and Treasurer Cohn for the wonderful presentation to City Council.
- b. Others: None.

**6. Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Boardmember, citizen, or staff.

- a. Adopt Resolution Ratifying Appointment of an Ad Hoc Board Committee to develop a Selection Process for an Executive Director: Boardmember Stanback Stroud motioned to adopt the resolution ratifying appointment of an Ad Hoc Board Committee consisting of President Kraus, Boardmembers Stanback Stroud and Hedley, to develop a selection process for an Executive Director, seconded by Secretary Roberts and approved unanimously.

**7. Conduct of Business**

- a. Receive Report Regarding June 10, 2014 City Council Review of 501(c)(3) Application and Three-Year Budget: Staff reported that the presentation to the City Council of the 501(c)(3) Application and Three-Year Budget was well received and Council adopted the resolution approving the three-year budget. President Kraus motioned to direct staff to file the signed

- 501(c)(3) Application on behalf of the Board, seconded by Boardmember McGlothlin and approved unanimously.
- b. Provide Direction to Board Committee Regarding Recruitment and Selection of Executive Director: After an informal meeting, the ad hoc committee reported their collective desire to solicit several search firms in order to bring on an executive consultant to help develop a job description and carry out the wishes of the Board in the recruitment of an Executive Director. Having an executive consultant will provide a layer of credibility and help tap into the professional network of Executive Directors. The applications, interviews and final selection will be at the discretion of the SBCF Board.
  - c. Discuss Potential Topics and Date for Board Study Session Regarding Three-Year Operating Plan and SBCF Operating Norms: The Executive Committee will work with staff to prioritize several topics of interest and decide on an early start time for the July meeting. A Board consensus on the mission of the organization will provide greater opportunity for moving forward and addressing several other items such as agenda setting, officer selection procedures, branding, logo, etc.
  - d. Receive Report and Consider Cancelling Regular Meeting of August 21, 2014: The Board will revisit this again in July. Boardmember Bohm noted that she will not be in attendance for the July 18<sup>th</sup> meeting.

**8. Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

Barry Marquardt of the Marine Corps Detachment offered any assistance the SBCF may need.

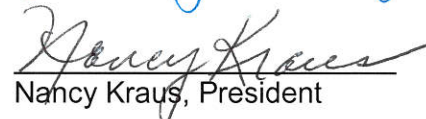
Stephanie Xavier of San Bruno attended the meeting.

## 9. Adjourn

Boardmember Stanback Stroud motioned to adjourn the meeting at 7:24 p.m., seconded by Boardmember McGlothlin and approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of July 17, 2014, by Secretary Emily Roberts and President Nancy Kraus.

  
Emily Roberts, Secretary

  
Nancy Kraus, President